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*JAMES*

*SPRUNT*

*INSTITUTE*



*Catalog 1965-1967*



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**JAMES**

**SPRUNT**

**INSTITUTE**

**Kenansville, North Carolina**

**1965 - 1967**

**Catalogue**

**Volume I**

**N.C. DOCUMENTS  
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# 1965

S	M	T	W	T	F	S
JAN.	3	4	5	6	7	8
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MAR.	1	2	3	4	5	6
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APR.	4	5	6	7	8	9
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# 1967

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## FOREWORD

Technical and Vocational Education have recently assumed a new importance in this country. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who seemingly possess ability and interest in preparing themselves, if appropriate opportunity were available.

An increasing number of high school graduates who do not plan to attend a four-year college or university can continue their education by taking two years of additional training at the James Sprunt Institute. Our first endeavor is to cultivate in the students those qualities of mind and character which fit them more ably for careers in our rapidly changing technological world and secondly to train the student to take their place in our complex American society as an American citizen.

The James Sprunt Institute offers a variety of programs, designed to meet the needs of all the people of our community, and to provide the type of education which industry and business are demanding of their employees today.

Dixon S. Hall

Director

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Coordinator, General  
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Head, Power Mechanics  
Department

Coordinator, Fundamentals  
Learning Laboratory

Head, Health Occupations  
Department

Bookkeeper

Secretary

Secretary

Equipment Coordinator



# HISTORY OF JAMES SPRUNT INSTITUTE

The James Sprunt Institute had its beginning in March, 1964, as an extension of Wayne Technical Institute of Goldsboro, North Carolina, as a result of action taken by the North Carolina State Department of Community Colleges to increase technical training.

The James Sprunt Institute is classed as one of the top schools in North Carolina under the Department of Community Colleges. Plans are underway to expand the buildings, facilities, and staff to meet the urgent demands of increasing enrollment.

James Sprunt Institute is located on Highway 11 South of Kenansville, North Carolina.

## OBJECTIVES

The James Sprunt Institute is committed to the task of providing the best possible training to meet the potentials of its student body. The primary goal is to make available to each student training in knowledge, skills and attitudes for his cultural development, for fitting him to be a responsible citizen and for enriched personal living.

The major aims of James Sprunt Institute are to train students as qualified technicians to enter the complex and changing technical workforce, and to train skilled craftsmen to successfully fill the demands for the skilled specialist created by technological advancements. The James Sprunt Institute does not ignore its responsibility to provide related areas of study which equip the student with ability to develop an understanding of the American free enterprise system and an appreciation for a broader social and spiritual outlook.

## GENERAL INFORMATION

### EVENING CLASSES

James Sprunt Institute can offer a great diversity of classes, not only at the Institute, but for groups in their own area. These courses generally do not carry credit toward graduation from a regular diploma program or degree program; but, are primarily designed to assist persons already employed to upgrade their knowledge and skills in order to develop improved performance on their jobs. Those students successfully completing a course of this nature will be awarded a certificate of completion by the Institute. A permanent record for each student is kept in the Institute's records section and a transcript will be made available to the student or his employer upon request.

### COUNSELING SERVICE

The James Sprunt Institute maintains a counseling and testing service, not only for the convenience of those students enrolled in the Institute's program, but for persons seeking assistance in making a wise and responsible vocational choice. A wise vocational choice is probably one of the most important decisions one can make.

These services are available, without charge.

# **JAMES SPRUNT INSTITUTE**

## **ACADEMIC CALENDAR 1965-1966**

### **FALL QUARTER**

September 8  
September 9  
November 24  
November 25-26

Registration for all-day students.  
Classes begin for all students.  
Last day of fall quarter.  
Thanksgiving Recess.

### **WINTER QUARTER**

December 1  
December 2  
December 22-January 2  
February 25

Registration.  
Second quarter begins.  
Christmas Recess.  
Last day of winter quarter.

### **SPRING QUARTER**

March 4  
March 7  
April 8-11  
May 24

Registration.  
Third quarter begins.  
Easter Recess.  
Last day of Spring Quarter.

### **SUMMER QUARTER**

June 7  
June 8  
July 4  
August 24

Registration for new students.  
Classes begin.  
Fourth of July Holiday.  
Last day of summer quarter.

## **ACADEMIC CALENDAR 1966-1967**

### **FALL QUARTER**

September 6-7  
September 7  
September 8  
November 23  
November 24-25

Registration for all-day students.  
Orientation for beginning students.  
Classes begin for all students.  
Last day of fall quarter.  
Thanksgiving Recess

### **WINTER QUARTER**

November 29-November 30  
December 21  
December 23-January 4  
February 24

Registration.  
Second quarter begins.  
Christmas Recess.  
Last day of winter quarter.

### **SPRING QUARTER**

March 1  
March 2  
  
May 24

Registration.  
Third quarter begins.  
Easter Recess.  
Graduation exercises.

### **SUMMER QUARTER**

June 1-2  
June 5  
July 4  
August 18

Registration for new students.  
Classes begin.  
Fourth of July weekend.  
Last day of summer quarter.



# **FUNDAMENTALS LEARNING LABORATORY**

## **ADMISSIONS AND ATTENDANCE**

Any adult who wants to learn can enroll. Regardless of his previous education—he starts where he left off—there are programmed materials for him. We will help him start at whatever level and in whatever subjects he wants or needs. He may study as many hours each day and as many days each week as the Laboratory is open. His progress will be limited only by his ambition and ability.

There are no class periods. Each student sets his own work sessions. He may work toward his own goal at his own pace in a program individually designed for him with the help of the counselor.

### **ADMISSION**

#### **ENTRANCE REQUIREMENTS:**

The applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. He must make an acceptable score on an Aptitude Test Battery administered by the Institute and must show an earnest desire to enter the field of study chosen.

Those applicants who are not academically prepared to enter programs of their choice may enroll in a special program devised to prepare them to enter specific programs of their choice.

If he is physically handicapped, the administration of the James Sprunt Institute will consider each individual's problem to determine whether the handicap will hinder his chances for employment in the chosen field.

#### **WHEN TO ENROLL:**

Students desiring to enter may enroll Fall, Winter, Spring or Summer Quarters, either on a full-time or part-time basis. Only one beginning class is accepted in Practical Nursing in the Fall Quarter.

#### **APPLICATIONS: (No fee required)**

There is no fee charged to students desiring to make applications to the Institute for admission. Applications should be submitted to the Institute's Admissions Office well in advance of the beginning date of the Quarter in which he wishes to enroll. Students majoring in any field, other than Practical Nursing, may enroll at the beginning of any Quarter. Students interested in practical nursing may make application to begin in the Fall Quarter.

#### **PROVISIONAL STUDENTS:**

Students applying too late to take the required pre-entrance examinations may be given a brief test and if the results appear satisfactory, the applicant will be permitted to enter the Institute as a Provisional Student. A Provisional Student will be required to complete the pre-entrance examination and submit all required transcripts as soon as possible. In other words, he is admitted in good standing, provided examination scores, transcripts and other information proves satisfactory.

### **PROBATIONARY STUDENTS:**

Students who have completed pre-entrance examinations and provided the Institute with required transcripts, may not meet the Institute's minimum entrance standards for the field he has chosen. After counseling, those students not interested in considering other possibilities may be permitted to pursue the curriculum of their choice for a trial period of one quarter, provided the Admissions Office, after considering all the facts, decides the individual possesses characteristics considered important to success, but not measurable by any test, he will be given one quarter to prove himself.

### **DEGREE:**

An Associate of Applied Science degree is awarded to a student who completes an Institute Degree Program with a general grade average of "C" or better in his major field of study and who has at least two quality points for each Quarter Hour of credit earned in his total program.

### **DIPLOMA:**

A diploma is awarded to a student who completes an Institute diploma program with a general grade average of "C" or better in his major field of study and who has at least two quality points for each Quarter Hour of Credit earned in his total program.

### **TRANSCRIPTS:**

Students applying for admission will submit copies of their transcripts along with their applications or shortly thereafter. Transcripts from each institution previously attended must be forwarded to the Admissions Office.

### **TRANSFER OF CREDITS:**

Quarter hours of credit earned at the James Sprunt Institute can be transferred to any of the Institutions under the Department of Community Colleges in North Carolina. Transfer of credits to institutions other than North Carolina's System of Community Colleges, would be determined by the institution to which the student wished to transfer. Grades transferred between Institutions of the Department of Community Colleges would be accepted as recorded.

### **CREDITS FOR WORK COMPLETED**

No diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute, other than student loans, have been paid.

All previously incurred expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

### **SCHOLARSHIPS:**

Scholarship aid is available to worthy students from several sources. The School is endeavoring to provide other aid as it can be found.



## **LOAN FUNDS:**

The State Board of Education, at its May 2, 1963 meeting, authorized acceptance of a gift from the North Carolina Consumer Finance Association in the amount of \$10,675.00, to be used as a loan fund for students in vocational and technical education. This loan fund is available to students at the James Sprunt Institute, enrolled on a full-time basis. The maximum loan under this fund is \$300.00 per year.

Other loan funds are available to worthy students from civic and business organizations. The administration will be glad to consult with students about the availability of these funds.

## **PLACEMENT SERVICE:**

The Institute will provide a placement service for its graduates. Prospective employers will be kept abreast with the curriculum and the numbers and names of students.

## **OUT OF STATE STUDENTS:**

Any student whose legal residence is outside of the State of North Carolina or, in the case of younger students who are boarding or living with relatives in the community, whose parents or guardians live outside of the State, will pay registration and tuition fees two-and-a-half times the in-State rate.

## **TEXTBOOKS:**

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books, uniforms and other required items, necessary to a program of study, may be purchased by the student. The cost of these items varies according to the program the student elects to pursue.

## **REFUNDS:**

### **Veterans:**

The following refund policy will be applicable to veterans eligible under Public Law 550, 82nd Congress.

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the veterans fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

The amount charged the veteran for tuition, fees and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

### **ALL OTHERS:**

The refund policy shall permit a refund of two-thirds of the tuition when withdrawal occurs before the end of 20 school days (the first school month) of the term. Time payments of one-third down and a third at the first of the next two months may be arranged at the discretion of the Business Office.



## **EXPENSES AND FEES**

### **TUITION**

A registration fee of \$2.00 is required of all students at the beginning of each school year.

A tuition charge of \$30.00 per quarter must be paid on the date of registration.

Students taking less than 15 quarter hours of credit will be part-time students and will be charged \$2.00 per quarter hour of credit.

### **CREDITS**

- A. Full-time students will receive quarter hours credit for courses in the curriculum in which they enrolled.
- B. The James Sprunt Institute has been authorized by the North Carolina State Board of Education to award the Associate of Applied Science Degree to those students who successfully complete one of the Technology Curriculums.
- C. A Diploma is awarded by the Board of Trustee to those students who successfully complete a trade curriculum.

### **REQUIREMENTS FOR GRADUATION:**

To be eligible for graduation the student must:

- 1. Successfully complete his course of study as listed in this catalogue.
- 2. Have sufficient quality points to average 2.0 in his total program.
- 3. Have no failing grade on any major subject area course.
- 4. Have taken care of all financial obligations owed to James Sprunt Institute.

Only one formal graduation is held each year.

## GRADING PROCEDURES

- A. Each grade is assigned a "grade point equivalent" in quality points for each quarter credit hour scheduled. The scholastic point average is determined by dividing the total quality points earned by the number of quarter hours scheduled.

### Numerical

Grade	Grade	Grade Point Equivalent
93-100	A-Excellent	4 quality points for each quarter hour
85-92	B-Good	3 quality points for each quarter hour
77-84	C-Average	2 quality points for each quarter hour
70-76	D-Below Average	1 quality point for each quarter hour
69-And Below	F-Failing	0 quality points for each quarter hour

- B. Inc.-Incomplete (An incomplete signifies that the student has passed final examination but is incomplete in some report or other work assigned by his instructor. An "Inc." must be completed satisfactorily during the next term, or it automatically becomes an "F".)  
WF-Withdrawn Failing. (This signifies that a student has been dropped from school or course because of failing grades or excessive absences. Failure penalty is incurred in the same manner as for grade of "F".)
- C. All final course grades will be a letter grade in accordance with adopted grading system. Students will receive their grade reports at the end of each quarter. Grade reports will also indicate student attitude toward scholastic work as measured by the instructor.
- D. All students must have at least 2.0 average to be eligible for graduation. In addition, a student must pass all courses in his major subject area.

## WITHDRAWALS

- A. Students who transfer or who withdraw from the Institute during the school year must first consult with the Director of Student Personnel. Requests to withdraw must be in writing. This will protect the student's scholastic record, his right to re-enroll, and the right to transfer to another Technical Institute.

## ATTENDANCE

The nature of the program at the James Sprunt Institute is such that it is necessary that students be in attendance regularly and without interruptions due to absences. A cut system is in effect as follows:

1. A student will be permitted to accumulate 3 class absences in a quarter without affecting his grade average. He will be responsible, however, for making up any class assignments during absences.
2. A student who accumulates more than 3 class absences in any one quarter will be dropped from class and will have to be reinstated through the Director of Student Personnel in order to continue.

3. Students who accumulate more than 3 class absences in any one quarter for the following reasons may have their case appraised by the Director of Student Personnel in order to be reinstated in class.
  - (1) Illness or injury to student.
  - (2) Illness or death in the immediate family.
  - (3) Inclement weather (snowstorms, hurricanes, ice.)
  - (4) Emergency.
4. A student who has been absent excessively will be subject to failure or dismissal from school without credit. Students will be appraised of their absentee status in each grading period.

## **ACADEMIC DEFICIENCY**

Any student whose quality point average for any given quarter's work falls below a minimum of 1.0 will be placed on the "Academic Deficiency" list. If his subsequent quarter's work should fail to meet this minimum, he may be requested to withdraw from school or drop certain courses and/or take remedial work.

## **HONORS**

A graduating student who has earned a quality point average of 3.0 during his work at the Technical Institute will be granted a degree (with honors).

## **SCHOLASTIC AWARD-TRADE CURRICULUM**

This award is given to the student in a one-year trade curriculum who has obtained the highest grade average in all class work taken at the Technical Institute leading to a diploma.

## **SCHOLASTIC AWARD-TECHNICAL CURRICULUM**

This award is given to the student in a two-year technology curriculum who has obtained the highest grade average in a two-year technology program leading to the Associate of Applied Science Degree.

## **DRAFT DEFERMENT**

Draft deferment forms No. 109 are mailed to the local Selective Service Boards upon request after registration. A student is deferred under the same draft-deferment regulations accorded other college students throughout the state.

## **STUDENT HOUSING**

The school does not maintain any dormitory facilities. Students who wish living accommodations are given a listing of private homes in the nearby area where room and/or board can be provided.

## **TRANSCRIPT**

A copy of the student's courses and grades will be sent to another School upon written request from the student.



## **ACADEMIC**

### **QUARTER SYSTEM:**

The James Sprunt Institute operates on the Quarter Plan. The Fall, Winter, Spring, and Summer Quarters are each approximately eleven weeks in length. Most classes operate five days a week.

### **CREDIT:**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

Quarter hours of credit earned at the James Sprunt Institute can be transferred to any of the institutions under the North Carolina Department of Community Colleges.

### **CREDITS FOR PREVIOUS TRAINING:**

Educational work, completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute Diploma Program or Degree Program. Students are expected to file transcript of all previous work. A minimum of two quarters of residence is required for graduation.

### **PROGRESS AND COURSE SELECTION:**

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter, and if his work is found to be unsatisfactory, he will be called in for counseling. After consultation with the counselor, another quarter for improvement may be granted, or the student may be advised to change to a course more agreeable to his aptitude and ability.

Any student who desires to change his program of studies should first discuss it with the Head of his Department. Veterans should remember that they are allowed only one change of course.

### **REGISTRATION:**

All students are required to register at the beginning of each quarter they are in attendance.

## **STUDENT REGULATIONS**

Students are expected to conduct themselves as mature adults at all times.

### **SMOKING:**

- A. Smoking is permitted in designated areas only. This includes the student lounge, patio, halls and the outside of the buildings.
- B. Smoking is not allowed in the classrooms, stairs, or library at any time.

### **STUDENT AUTOMOBILE**

- 1. Students should operate their automobiles safely, courteously, and moderately.
- 2. Student's car should be parked in designated Student Parking facilities.
- 3. A 15 mile per hour speed will be strictly enforced for all vehicles on or near the school campus.
- 4. Special attention should be given to pedestrians who are in the area.

### **STUDENT CLOTHING**

James Sprunt Institute students dress informally. A few do wear suits; others find khaki or denim trousers and matching shirt appropriate and acceptable. Every student should bring clothing suitable for wear in shops or laboratories.

# **BUSINESS DEPARTMENT**

## **INTRODUCTION**

**SAMUEL KAPLAN, DIVISION CHAIRMAN**

This curriculum guide was prepared to outline a program for those students desiring to pursue a course for admission as a candidate to the regular two-year Associate of Applied Science Degree. An Associate in Applied Science Degree is available for those students who successfully complete one of the three programs offered in: Accounting, Business Administration, Executive Secretary.

All of us regardless of age or occupation, come in daily contact with business. These contacts are made through our personal and family business activities; through our club, social, and religious activities through our activities as citizens; and through our activities as workers or as employers of workers. All of us, therefore, need to have an understanding of business as it functions in our economic system.

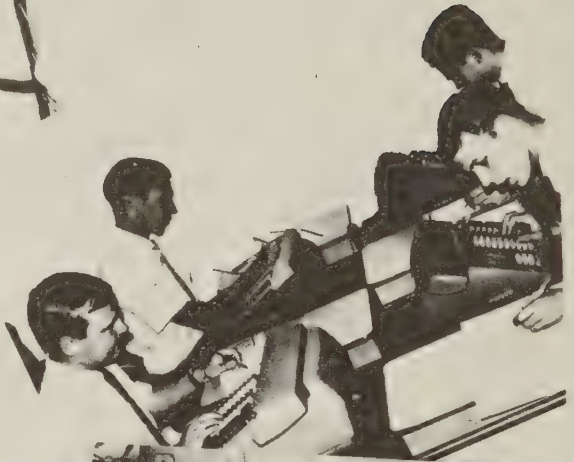
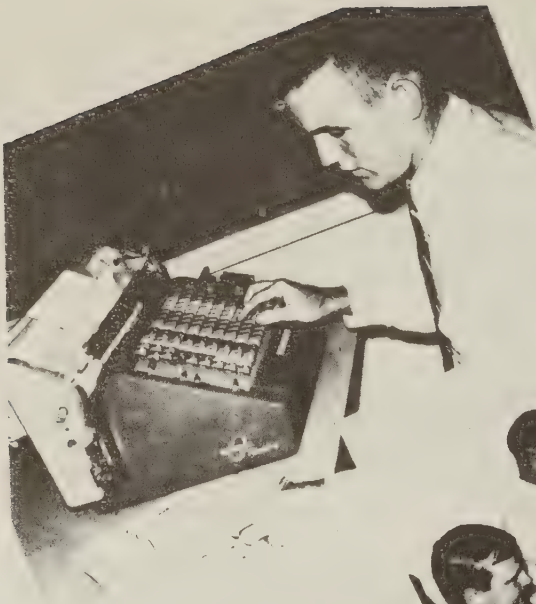
As consumers, we depend upon business to supply our wants. As producers, we derive our income from business or from sources that may be traced to business. As citizens, we engage in activities and make decisions that affect our economic welfare. It is, therefore, essential to strengthen economic citizenship through the study of business.

The Graduate of the Accounting Curriculum may qualify for various jobs in business and industry. The duties and responsibilities of an accountant vary somewhat in different firms. An accountant may: record transactions, render periodic reports, maintain cost records make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs. He may qualify as payroll clerk, accounting machine operator, auditor or cost accountant. This training plus further experience should prepare the Graduate to become an Office Manager, Accounting Supervisor, and to fill other responsible jobs in a business firm.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel tourist, and travel industry; insurance; transportation; and communications.

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.





# DEGREE PROGRAM

## Accounting

### REQUIRED COURSES ..... 115 QUARTER HOURS

BUS. 301-302, 319, 420, 321, 322, 323, 328, 333, 339, 351, 352, 353, 360, 364, 368, 369, 371, 374, 375; Eng. 302, 305, 306, 307, 308; Soc. 302, 304, 310; Math. 310; Elective 6 hours; D. P. - 311.

### PURPOSE OF CURRICULUM

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for the entry into the accounting profession.

The specific objectives of the Accounting Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

### JOB DESCRIPTION

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are: record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs. He may qualify as a payroll clerk, accounting machine operator, auditor, or cost accountant. This training plus further experience should prepare the Graduate to become an Office Manager, Accounting Supervisor, and to fill other responsible jobs in a business firm.

# ACCOUNTING

## COURSE CURRICULUM AND DESCRIPTIONS

	Class Hrs.		Lab. Hrs.		Credit Hrs.
<b>ENG. 302 COMMUNICATIVE SKILLS:</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3</b>
English					

Designed to aid the student in the improvement of self-expression in business and technical composition. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.  
Prerequisite: None

<b>BUS 302 TYPEWRITING (or Elective)*</b>	<b>1</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>3</b>
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Introduction to the touch typewriting system with emphasis on the correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Minimum speed of 30 net words per minute for five minutes.  
Prerequisite: None

<b>MA 310 BUSINESS MATHEMATICS</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3</b>
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.  
Prerequisite: None

<b>BUS 301 INTRODUCTION TO BUSINESS</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3</b>
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A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.  
Prerequisite: None

<b>BUS 351 BUSINESS LAW I</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3</b>
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A general course, designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, partnerships, corporations, and agencies.  
Prerequisite: None

<b>BUS 319 CREDIT PROCEDURES AND PROBLEMS</b>	<b>3</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>3</b>
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Principles and practices in the extension of credit; collections procedures; laws pertaining to credit extension and collection are included.  
Prerequisite: None

\*Elective courses must be selected from the associate degree curriculum.



**ENG. 305 COMMUNICATIVE SKILLS:****3 - 0 - 3****Report Writing**

A study and practice in the fundamentals of report writing, including style and mechanics in preparing reports of various types which are most likely to be used by people engaged in business and the professions.

Prerequisite: ENG 302

**BUS 320 ACCOUNTING I****5 - 2 - 6**

Principles, techniques and tools of accounting for understanding of the mechanics of accounting - collecting, summarizing, analyzing and reporting information about service and merchantile enterprises, to include practical application of the principles learned.

Prerequisite: None

**BUS 352 BUSINESS LAW II****3 - 0 - 3**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages and property rights.

Prerequisite: BUS 351

**SOC 302 ECONOMICS****3 - 0 - 3**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

**BUS 339 MARKETING****3 - 0 - 3**

A study of the marketing structure within the framework of the U. S. economic system. It includes the study of the movement of goods from producer to consumer through various channels of distribution, the functions of marketing, the social and economic implications.

Prerequisite: None

**BUS 360 OFFICE MACHINES I****2 - 2 - 3**

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, calculator, and duplicating equipment.

Prerequisite: None

**ENG 306 COMMUNICATIVE SKILLS:****3 - 0 - 3****Business Communications**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action - getting sales letters and prospectuses. Business reports, summaries of business conferences, spot announcements for radio and television as well as letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry are also included in this course.

Prerequisite: ENG 305

**BUS 321 ACCOUNTING II****5 - 2 - 6**

Partnership and corporation accounting including a study of payrolls, Federal and State taxes. Emphasis is placed on the recording, summarizing and interpreting data from management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: BUS 320

**SOC 304 ECONOMICS****3 - 0 - 3**

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: SOC 302

**BUS 328 BUSINESS INSURANCE****3 - 0 - 3**

A presentation of the basic principles of risk insurance and their application, A survey of the various types of insurance is included.

Prerequisite: None

**BUS 361 OFFICE MACHINES II****2 - 2 - 3**

A more intensive study of one of the machines used in Business Machines 360 plus instruction in the operation of the bookkeeping-accounting machines and the dictating and transcribing machines.

Prerequisite: BUS 360

**ENG 307 COMMUNICATIVE SKILLS:****3 - 0 - 3****Oral Communications**

Includes study in areas of face-to-face conversation, delegating and accepting, understanding, listening, questioning, conferences, and the use of words.

Prerequisite: BUS 360

**BUS 364 BUSINESS FINANCE****3 - 0 - 3**

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of the organization, management, and financing of businesses.

Prerequisite: None

**BUS 353 BUSINESS LAW III****3 - 0 - 3**

A study of the powers, policies, methods, and procedures used by various Federal, State, and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

Prerequisite: BUS 351 and 352

**DP 311 INTRODUCTION TO DATA****3 - 2 - 4****Processing System**

Fundamental concepts and operational principles of data processing systems as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None

**BUS 322 ACCOUNTING III****5 - 2 - 6**

Thorough working knowledge of concepts used in preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed.

Prerequisite: BUS 320 and 321

**ENG 304 COMMUNICATIVE SKILLS:****2 - 0 - 2****Speech**

Technical speech to develop the speaking skills with emphasis on the dual role of communications as both a speaking and listening skill. Stress is placed on growth in poise and confidence of the student. Practice through individual speeches and group discussion. Recordings are made of the student's voice and used as an aid in speech development.

Prerequisite: ENG 307

**BUS 374 ADVANCED ACCOUNTING****3 - 2 - 4**

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.

Prerequisite: BUS 320, 321, 322

**BUS 323 COST ACCOUNTING****3 - 2 - 4**

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution costs; budgets, and executive use of cost figures.

Prerequisite: BUS 320, 321, 322 and 374

**SOC 310 APPLIED PSYCHOLOGY****3 - 0 - 3**

This course stresses the procedures of building an efficient, enthusiastic business team and deals with the nature of the problems which arise in business organizations. The individual and his behavior are discussed, as well as the problems of influence and authority.

Prerequisite: None

**ELECTIVE \*\*****6 - 0 - 6**

\*\*Elective courses must be selected from the associate degree curriculum.



**BUS 368 TAXES****3 - 0 - 3**

Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: None

**BUS 333 PERSONNEL MANAGEMENT****3 - 0 - 3**

Principles of human relationships; selection of personnel by interviewing and testing; and training of personnel.

Prerequisite: None

**BUS 371 OFFICE MANAGEMENT****3 - 0 - 3**

Presents the fundamental principles of office management. Emphasis on the role of office management; office automation; planning, controlling, organizing and actuating in office management.

Prerequisite: BUS 340

**BUS 375 MACHINE ACCOUNTING****3 - 3 - 4**

The application of various types of machines to accounting, statistical, and payroll work based on the principles of double entry accounting using the punch-card system. Visits to local installations with these types of machines.

Prerequisite: BUS 374

**BUS 369 AUDITING****3 - 0 - 3**

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.

Prerequisite: BUS 320, 321, 322, and 374

**\*\*ELECTIVE****4 - 0 - 4**

\*\*Elective courses must be selected from the associate degree curriculum.

# DEGREE PROGRAM

## Business Administration

### REQUIRED COURSES ..... 115 HOURS

BUS. 301, 302, 316, 317, 320, 321, 322, 327, 328, 332, 333, 335, 337, 339, 351, 352, 360, 364, 365, 368, 372; ENG. 302, 305, 306, 307, 304; SOC. 302, 304, 310; MATH. 310; D. P. 311; Electives

### PURPOSE OF CURRICULUM

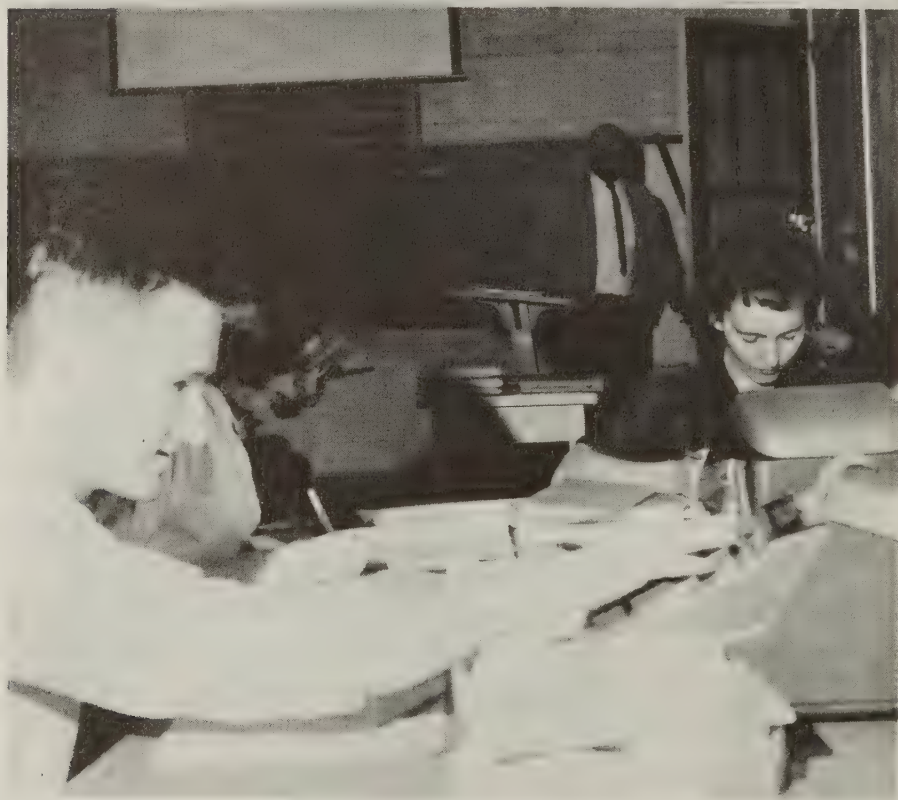
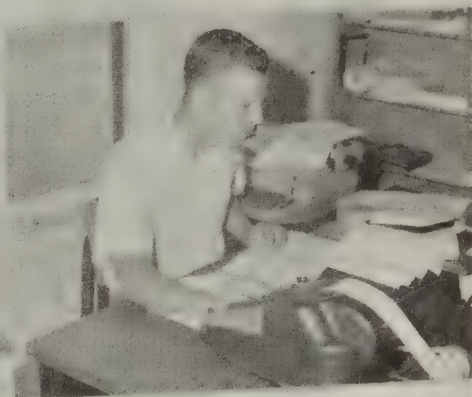
In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding and skill in effective communication for business.
3. Knowledge of human relations as they apply to the successful operations in the rapidly expanding business economy.

### JOB DESCRIPTION

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist, and travel industry; insurance; transportation; and communications.





# BUSINESS ADMINISTRATION

## COURSE CURRICULUM AND DESCRIPTION

	Class Hrs.	Lab. Hrs.	Credit Hrs.
<b>ENG. 302 COMMUNICATIVE SKILLS:</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
<b>English</b>			

Designed to aid the student in the improvement of self-expression in business and technical composition. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.  
Prerequisite: None

<b>BUS 302 TYPEWRITING (or elective)</b>	<b>1</b>	<b>- 4</b>	<b>- 3</b>
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Minimum speed of 30 net words per minute for five minutes.  
Prerequisite: None

<b>MA 310 BUSINESS MATHEMATICS</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price making, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.  
Prerequisite: None

<b>BUS 301 INTRODUCTION TO BUSINESS</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.  
Prerequisite: None

<b>BUS 351 BUSINESS LAW I</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, partnerships, corporations, and agencies.  
Prerequisite: None

<b>BUS 317 SALES DEVELOPMENT</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.  
Prerequisite: None

**BUS 319 CREDIT PROCEDURES AND PROBLEMS 3 - 0 - 3**

Principles and practices in the extension of credit; collections procedures; laws pertaining to credit extension and collection are included.

Prerequisite: None

**ENG. 305 COMMUNICATIVE 3 - 0 - 3**

**Report Writing**

A study and practice in the fundamentals of report writing, including style and mechanics in preparing reports of various types, which are most likely to be used by people engaged in business and the professions.

Prerequisite: ENG 302

**BUS 320 ACCOUNTING I 5 - 2 - 6**

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting - collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: None

**BUS 352 BUSINESS LAW II 3 - 0 - 3**

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: BUS 351

**SOC 302 ECONOMICS 3 - 0 - 3**

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

**BUS 339 MARKETING 3 - 0 - 3**

A study of the marketing structure within the framework of the U. S. economics system. It includes the study of the movement of goods from producer to consumer through various channels of distribution, the functions of marketing, the social and economic implications.

Prerequisite: None

**ENG 306 COMMUNICATIVE SKILLS 3 - 0 - 3**

**Business Communications**

Develops skills in techniques in writing business communications. Emphasis is placed on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, spot announcements for radio and television as well as letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry are also included in this course.

Prerequisite: ENG 305

**BUS 321 ACCOUNTING II**

5 - 2 - 6

Partnership and corporation accounting including a study of payrolls, Federal and State taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: BUS 320

**SOC 304 ECONOMICS**

3 - 0 - 3

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: SOC 302

**BUS 316 RETAILING**

3 - 0 - 3

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.

Prerequisite: None

**BUS 328 BUSINESS INSURANCE**

3 - 0 - 3

A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None

**BUS 360 OFFICE MACHINES I**

2 - 2 - 3

A general survey of the business and office machines; Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, calculator, and duplicating equipment.

Prerequisite: None

**ENG 307 COMMUNICATIVE SKILLS:**

3 - 4 - 3

**Oral Communications**

Includes study in areas of face-to-face conversation, delegating and accepting, understanding, listening, questioning, conferences, and the use of words.

Prerequisite: BUS 306

**BUS 364 BUSINESS FINANCE**

3 - 0 - 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of the organization, management, and financing of businesses.

Prerequisite: None



**BUS 322 ACCOUNTING III**

5 - 2 - 6

Thorough working knowledge of concepts used in preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed.

Prerequisite: BUS 320 and 321

**DP 311 INTRODUCTION TO DATA PROCESSING  
SYSTEMS**

3 - 2 - 4

Fundamental concepts and operational principles of data processing systems, as an aid to developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None

**BUS 337 WHOLESALING**

3 - 0 - 3

The development of wholesaling; present-day trends in the United States. A study of the functions of wholesaling.

Prerequisite: None

Elective\*\*

3 - 0 - 3

**ENG 304 COMMUNICATIVE SKILLS:  
Speech**

2 - 0 - 2

Technical speech to develop the speaking skills with emphasis on the dual role of communications as both a speaking and listening skill. Stress is placed on growth in poise and confidence of the student. Practice through individual speeches and group discussion. Recordings are made of the student's voice and used as an aid in speech development.

Prerequisite: ENG 307

**BUS 365 BUSINESS FINANCE**

3 - 0 - 3

An advanced course designed to give the student practical knowledge of the different kinds of stocks and bonds, mortgages, working capital, sinking funds, capitalization, sales of securities, surplus and dividends.

Prerequisite: BUS 364

**BUS 327 ADVERTISING**

3 - 2 - 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy with various media.

Prerequisite: None

**BUS 335 BUSINESS MANAGEMENT**

3 - 0 - 3

Principles of business management including overview of major functions of management such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements.

Prerequisite: None

\*\*Elective courses must be selected from the associate degree curriculum.

**SOC 310 APPLIED PSYCHOLOGY****3 - 0 - 3**

This course stresses the procedures of building an efficient, enthusiastic business team and deals with the nature of the problems which arise in business organizations. The individual and his behavior are discussed, as well as the problems of influence and authority.

Prerequisite: None

**BUS 374 ADVANCED ACCOUNTING****4 - 2 - 4**

Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.

Prerequisite: BUS 320, 321, and 322

**BUS 371 OFFICE MANAGEMENT****3 - 0 - 3**

Presents the fundamental principles of office management. Emphasis on the role of office management: office automation; planning, controlling, organizing and actuating in office management.

Prerequisite: BUS 340

**BUS 368 TAXES****3 - 0 - 3**

Application of Federal and States taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: None

**BUS 333 PERSONNEL MANAGEMENT****3 - 0 - 3**

Principles of human relationships; selection of personnel by interviewing and testing; and training of personnel.

Prerequisite: None

**BUS 332 SALES PROMOTION****3 - 0 - 3**

The scope and activities of sales promotion with emphasis on the coordination of advertising display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.

Prerequisite: BUS 327

**BUS 372 PRINCIPLES OF SUPERVISION****3 - 0 - 3**

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None

**BUS 353 BUSINESS LAW III****3 - 0 - 3**

A study of the powers, policies, methods, and procedures used by various Federal, State and local administrative agencies in promoting and regulating business enterprises. It includes a consideration of the constitutional and statutory limitations on these bodies and judicial review of administrative action.

Prerequisite: BUS 351 and 352

# **DEGREE PROGRAM**

## **Executive Secretary**

**REQUIRED COURSES** ..... **115 QUARTER HOURS**

BUS., 301, 302, 303, 304, 307, 308, 317, 320, 321, 322, 340, 350,  
351, 356, 357, 358, 360, 361, 370, 383; ENG., 302, 304, 305, 306, 307;  
SOC; 302, 310, 312; MATH., 310; D. P., 311; ELECTIVES.

### **PURPOSE OF CURRICULUM**

The Executive Secretary Curriculum is designed to prepare a student for a position in the office. The curriculum offers students the necessary secretarial skills and the required background of understanding and appreciation of the scientific method, the beginnings of a technical vocabulary and a feeling of respect for accuracy that will be essential in later work in the field.

### **JOB DESCRIPTION**

Graduates of this program may qualify for employment as stenographer-secretaries, technical secretaries, and private secretaries. They are in demand where engineers and other technical personnel find a need for secretarial help who can understand the specialized language of Electrical, Mechanical, Civil, or Chemical Engineers. The duties of an executive secretary may consist of taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Graduates of this program, in addition to their business background, are admirably prepared to work with engineering reports, records, correspondence, specifications, and contacts.





# EXECUTIVE SECRETARY

## Course Curriculum And Descriptions

	Class	Lab.	Credit
	Hrs.	Hrs.	Hrs.
<b>ENG 302 COMMUNICATIVE SKILLS:</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
English			

Designed to aid the student in the improvement of self-expression in business and technical composition. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate the students in their day-to-day situations in industry and social life.

Prerequisite: None

<b>BUS 302 TYPEWRITING (or Elective)*</b>	<b>1</b>	<b>- 4</b>	<b>- 3</b>
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Required of all students who have had no previous typing. The touch system is taught. The proper manipulation of the keyboard and the operation of the machine are given special attention.

Prerequisite: None

<b>MA 310 BUSINESS MATHEMATICS</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes and pertinent uses of mathematics in the field of business.

Prerequisite: None

<b>BUS 301 INTRODUCTION TO BUSINESS</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization and management.

Prerequisite: None

<b>BUS 306 SHORTHAND (or Elective)*</b>	<b>1</b>	<b>- 4</b>	<b>- 3</b>
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A beginning course in the theory and practice of reading and writing shorthand.

Prerequisite: None

<b>BUS 351 BUSINESS LAW I</b>	<b>3</b>	<b>- 0</b>	<b>- 3</b>
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, partnerships, corporations, etc.

Prerequisite: None

**BUS 308 SHORTHAND****1 - 4 - 3**

Theory and speed building. Introduction of office style dictation. Minimum dictation of 80 words per minute required for five minutes on new material. Prerequisite: BUS 307

\*Elective courses must be selected from the associate degree curriculum.

**SOC 312 PERSONALITY DEVELOPMENT****3 - 0 - 3**

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming, personality improvement and methods.

Prerequisite: None

**BUS 360 OFFICE MACHINES I****2 - 2 - 3**

To develop a working knowledge of the ten-key and full keyboard adding machines, printing calculators and duplicating equipment.

Prerequisite: None

**BUS 321 ACCOUNTING II****5 - 2 - 6**

Dwells on accounting for investments, the personal service enterprise, owner's equity, notes and drafts, purchases, sales, installment sales, and consignment sales.

Prerequisite: BUS 320

**ENG 307 COMMUNICATIVE SKILLS:****3 - 0 - 3****Oral Communications**

Includes study in face-to-face conversation, delegating and accepting, understanding, listening, questioning, conferences, and the use of words.

Prerequisite: 306

**BUS 356 DICTATION AND TRANSCRIPTION****3 - 2 - 4**

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriated to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed.

Prerequisite: BUS 308

**DP 311 INTRODUCTION TO DATA PROCESSING  
SYSTEMS****3 - 2 - 4**

Fundamental concepts and operating principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.

Prerequisite: None



**BUS 350 ADVANCED TYPEWRITING****1 - 4 - 3**

Emphasis in this course is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work in a business office. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 304

**BUS 361 OFFICE MACHINES II****2 - 2 - 3**

A more intensive study of one of the machines used in Business Machines 360 plus instruction in the operation of the bookkeeping-accounting machines and the dictating and transcribing machines. Prerequisite: BUS 360

**BUS 322 ACCOUNTING III****5 - 2 - 6**

Delves into accounting for inventory and prepaid expenses, tangible fixed assets, a wholesale business, monthly financial statements, and end of the month and end of the year accounting procedures. Prerequisite: BUS 320 and 321

**ENG 304 COMMUNICATIVE SKILLS:****2 - 0 - 2****Speech**

Technical speech to develop the speaking skills with emphasis on the dual role of communications as both a speaking and listening skill. Stress is placed on growth in poise and confidence of the student. Practice through individual speeches and group discussion. Recordings are made of the student's voice and used as an aid in speech development. Prerequisite: ENG 307

**BUS 357 DICTATION AND TRANSCRIPTION****3 - 2 - 4**

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 356

**BUS 340 SECRETARIAL PROCEDURES****3 - 0 - 3**

All the general office skills outside of machine operation will be discussed. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, desk and office organization, insurance claims, and personal problems in getting along with others on the job. Prerequisite: None

**ENG 305 COMMUNICATIVE SKILLS:** 3 - 0 - 3

**Report Writing**

A study and practice in the fundamentals of report writing, including style and mechanics in preparing reports of various types, which are most likely to be used by people engaged in business.

Prerequisite: ENG 302

**BUS 303 TYPEWRITING (or Elective)\*** 1 - 4 - 3

Continuation of theory and speed practice. Minimum speed of 40 words per minute for five minutes.

Prerequisite: BUS 302 or equivalent

**BUS 307 SHORTHAND (or Elective)\*** 1 - 4 - 3

Continued study of theory with greater emphasis on dictation for speed building. Minimum dictation speed of 80 words per minute required for five minutes on new material.

Prerequisite: BUS 306 or a dictation speed of 50 words per minute on new material for five minutes.

**BUS 320 ACCOUNTING I** 5 - 2 - 6

Places emphasis on the complete accounting cycle including such items as, accounting for cash, merchandise, payroll accounting and accounting for a retail store.

Prerequisite: None

**SOC 302 ECONOMICS** 3 - 0 - 3

The fundamental principles of economics including the institutions by which people gain a livelihood. Included is a study of the law of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

**ENG 306 COMMUNICATIVE SKILLS:** 3 - 0 - 3

**Business Communication**

A course in writing purposeful, correct letters, telegrams, and minutes of meetings through experience in analyzing problem situations. Particular attention to letters involving credit, collections, complaints, orders acknowledgements, remittances, and inquiry are also included in this course.

Prerequisite: ENG 305

**BUS 304 TYPEWRITING** 1 - 4 - 3

Emphasis on production typing problems and continued speed building. Minimum speed of 50 words per minute for five minutes.

Prerequisite: BUS 303

**SOC 310 PSYCHOLOGY****3 - 0 - 3**

This course studies the procedures of building an efficient, enthusiastic business team and deals with the nature of the problems which arise in business organizations. The individual and his behavior are discussed, as well as the problems of influence and authority.

Prerequisite: None

**ELECTIVE\*\*****3 - 0 - 3****BUS 370 OFFICE APPLICATION****6 - 0 - 6**

During the sixth quarter only, students are assigned to work in a business or professional office for six hours per week. The objective is to provide actual work experience for secretarial students and an opportunity for the practical application of the skills and knowledge previously learned, according to the course of study.

Prerequisite: BUS 361

**BUS 358 DICTATION AND TRANSCRIPTION****3 - 2 - 4**

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy.

Prerequisite: BUS 357

**BUS 371 OFFICE MANAGEMENT****3 - 0 - 3**

Presents the fundamental principles and successful practices used in getting office work accomplished. Case problems are used in making effective solutions to office management problems.

Prerequisite: BUS 340

**\*\*ELECTIVES****4 - 0 - 4**

\*\*Elective courses must be selected from the associate degree curriculum.



# **PRACTICAL NURSE EDUCATION**

## **PURPOSE OF CURRICULUM**

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services.

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various state of dependency, and with a variety of illness conditions.

Graduates of accredited programs of Practical Nurse Education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title 'Licensed Practical Nurse.' The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

## **JOB DESCRIPTION**

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgement.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician.



# **DIPLOMA PROGRAM PRACTICAL NURSING**

## **Course Curriculum And Description**

**REQUIRED COURSES ..... 77 QUARTER HOURS**

### **PRACTICAL NURSING I**

A course of study devoted to promoting the knowledges, and understandings, appreciations and beginning skills needed in Practical Nursing. Classroom and laboratory experiences are planned to be followed by related learning experiences in the clinical area.

### **PRACTICAL NURSING II**

A course of study devoted to introducing the students to variations from normal body function to the nursing principles related to therapeutic methods and diagnostic procedures, and to the fundamentals of medical-surgical, maternity and nursing of children, classroom and laboratory lessons are planned to be correlated or followed by related clinical experiences.

### **PRACTICAL NURSING III**

A continuation of PN II designed to aid the student in developing further skills and understandings to meet the needs of the medical-surgical, maternity and pediatric nursing patients. Related clinical experience is provided and correlated with classroom lessons.

### **PRACTICAL NURSING IV AND V**

A continuation of PN II and PN III including classroom study, conferences and guided learning experiences in using concepts developed in previous courses to formulate and execute plans which help the patient and family solve problems arising from illness conditions. Also included in a study of the legal and ethical responsibilities of the Licensed Practical Nurse, as well as information which will help the student make an easier adjustment from the role of a student to that of the Graduate Licensed Practical Nurse.

### **GRADUATION REQUIREMENTS:**

To fulfill the requirements for graduation, students must complete a total of 12 months of instruction. The first quarter includes basic theory on the classroom with a limited amount of related nursing in the clinical facilities. The last three quarters included theory with related learning experiences in the clinical facilities.

A Diploma is awarded to those who satisfactorily complete all courses and clinical practice.

All graduates of this program are eligible to take the practical nurse licensure examination to become a Licensed Practical Nurse.



# **AUTOMOBILE MECHANICS**

## **PURPOSE OF CURRICULUM**

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

## **JOB DESCRIPTION**

Mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automotive transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.



# **DIPLOMA PROGRAM**

## **AUTOMOTIVE MECHANICS**

### **Course Curriculum And Description**

#### **REQUIRED COURSES ..... 77 QUARTER HOURS**

Automotive: 121-122-123-124-125-126G-128G; Mathematics: 120; English: 101-102; Physics: 104-105-106; Design and Drafting: 121; Air Conditioning: 101; Social Science: 101-103; Mechanics: 112.

#### **AUTO 121 AUTOMOTIVE ENGINES**

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None

#### **AUTO 122 AUTOMOTIVE ELECTRONIC AND FUEL SYSTEMS**

A thorough study of the electrical and fuel systems of the automobile battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: AUTO 121.

#### **AUTO 123 AUTO CHASIS AND SUSPENSION**

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes. Prerequisite: AUTO 122

#### **AUTO 124 AUTO POWER TRAIN SYSTEMS**

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisite: PHY 105, PHY 106, AUTO 123.

#### **AUTO 125 AUTOMOTIVE SERVICING**

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of testing, adjusting, repairing, and replacing experiences. Prerequisite: AUTO 123.



## **AUTO 126G AUTO TESTING EQUIPMENT**

A comprehensive study of all automotive testing equipment, as well as the correct procedures for its use in the automotive shop. The student will be expected to utilize information derived from this equipment to diagnose automotive problems.

## **AUTO 128G ADVANCED POWER TRAIN SYSTEMS**

This course is designed to help the student to specialize in the field of automatic transmissions.

## **MA 120 FUNDAMENTALS OF MATHEMATICS**

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite; None.

## **ENG 101 READING IMPROVEMENT**

A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and work group recognition, and to train for comprehension in larger units. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed. Pre requisite: None.

## **PHY 104 APPLIED PHYSICS I**

Introductory physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, and gases. Prerequisite: None.

## **PHY 105 APPLIED PHYSICS II**

Basic principles of electricity, types of electricity and its production, transmission of power in practical applications, and the use of vectors and trical measurement, magnetism, electromagnetism, and the magnetic effect of electricity constitute major areas of study. Prerequisite: PHY 104.

## **PHY 106 APPLIED PHYSICS III**

Physical principles of force, energy, work and power; equilibrium and the laws of motion; principles of machines, mechanical advantage, and transmission of power in practical applications and the use of vectors and graphical presentations. Prerequisite: PHY 104, MA 120.

## **DU 121 BLUEPRINT READING**

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

## **AHR 101 AUTO AIR CONDITIONING**

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 105.

## **SOC 101 HUMAN RELATIONS**

Development of understanding of relationships to other persons through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization, with special emphasis on the operating responsibilities of good management. Prerequisite: None.

## **SOC 103 MANAGEMENT PROCEDURES**

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

## **MECH 112 WELDING**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work. Prerequisite: None.

## **AUTO 129G SERVICE MANAGEMENT TECHNIQUES**

The students are introduced to the management aspect of the modern garage. Cost estimating and flat rate manuals are studied, along with scheduling and planning. Good business practices are continuously emphasized.

***SPECIAL  
COURSES***



## **BASIC PEACE OFFICER'S TRAINING**

The primary purpose of the Law Enforcement Training Program is to professionalize law enforcement work through education and training. More specifically the objectives of this program are:

- (1) Make proper administration of the individual police departments possible. The student must be taught first in recruit school and in other parts of the training program the necessity of discipline and that the rules and regulations of this department must be followed.
- (2) Make known to students the organization of law enforcement agencies in order that he might see how he fits into his individual organization and the big purpose of the total police function.
- (3) Develop a thorough understanding of our system of government, so that the student will understand his proper place as a law enforcement officer.
- (4) Develop a knowledge of the laws and ordinances and the elements of each offense.
- (5) Teach the officer to avoid illegal acts, by thorough training in law.
- (6) Prepare students to perform police duties with confidence and safety, by using practical exercises and teaching the officer exactly what he can and cannot do in certain instances.
- (7) Develop foot and automobile patrol techniques.
- (8) Develop investigation techniques, by teaching the student how to properly investigate offenses, obtain the evidence, interview witnesses, make accurate reports and complete other duties necessary to the proper preparation of cases for court.
- (9) Develop courtroom techniques, so that the officer can present material in court with ease and confidence.
- (10) Develop an understanding of human behavior by providing the officer with a basic knowledge of mental illness, character disorders, and human relations.
- (11) Promote an understanding of the necessity of good public relations.
- (12) Provide the student a basis for further learning by making him aware that in the police function, learning is continuous.
- (13) Develop a lasting impression and appreciation concerning law enforcement so that the standards of law enforcement agencies can only go higher.

## **BASIC PEACE OFFICERS'S TRAINING**

- I. Courts - Law
- II. Elements of Offenses
- III. Law of Arrest
- IV. Evidence
- V. Search and Seizure
- VI. Motor Vehicle Law
- VII. Liquor Laws
- VIII. Court Structure and Procedure
- IX. Techniques and Procedures of Arrest
- X. Law Enforcement Procedures
- XI. General Criminal Investigation
- XII. Special Courses
- XIII. Human Relations
- XIV. Juveniles
- XV. Jurisdiction of Law Enforcement Agencies
- XVI. Weekly and Final Examinations

## **FIRE SERVICE TRAINING**

James Sprunt Institute offers a Fire Service Training Program which covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but to develop the fireman's initiative and Judgment, safe habits and correct techniques for using tools and equipment and to give him a variety of fire situation experiences. Materials and texts used are those approved by the International Fire Service Training Association.

# **FIRE SERVICE TRAINING**

## **INTRODUCTION**

Use of Manual  
Teaching Time

## **TIE C/O 6-1 - FORCIBLE ENTRY**

Purpose  
Aim  
Definition  
Outline of Instruction

- I. Terms used in the building trade
- II. Conditions requiring forcible entry
- III. Forcible entry tools
- IV. Doors
- V. Windows
- VI. Roofs
- VII. Using and caring for a fireman's axe
- VIII. Floors
- IX. Exterior Walls, Partitions and Ceilings

References

## **TIE C/O 6-2 - ROPE PRACTICES**

Purpose  
Aim  
Outline of Instruction

- I. Ropes
- II. Tying knots and hitches
- III. Hoisting tools and equipment
- IV. Miscellaneous uses of rope
- V. Coiling the handline and lifeline
- VI. Crowning and splicing rope
- VII. Tips for care and use of ropes

References

## **TIE C/O 6-3 - PORTABLE FIRE EXTINGUISHERS**

Purpose  
Aim  
Definition  
Outline of Instruction

- I. Fire triangle
- II. Classification of fires
- III. Classification of fire extinguishers
- IV. Distribution of extinguisher units
- V. Using portable extinguishers
- VI. Special extinguishing agents

References

## **TIE C/O - LADDER PRACTICES**

Purpose and Scope  
Aim  
Outline of Instruction

- I. Introduction to ladders
- II. Handling ladders
- III. Special ladder operations
- VI. Care of ladders

References



## **TIE C/O 6-5 - HOSE PRACTICES**

Purpose and Scope

Aim

Outline of Instruction

- I. History of fire hose
- II. Types of hose commonly used
- III. Sizes of hose
- IV. Care of fire hose
- V. Fire hose couplings
- VI. Fire hose nozzles
- VII. Fire hose adapters
- VIII. Fire hose tools and accessories
- IX. Hose rolls and hose connections
- X. Fire hose carries and drags
- XI. Hose layouts, loading and advancing fire hose
- XII. Feeding private protection devices and special appliances
- XIII. Testing fire hose
- XIV. Hose inspection records

References

## **TIE C/O 6-6 - SALVAGE AND OVERHAUL PRACTICES**

Section One - Salvage Practices

Purpose

Aim

Outline of Instruction

- I. Definition of salvage
- II. Responsibility of the fire department
- III. Value in public relations
- IV. Salvage equipment
- V. Care and preparation of salvage covers
- VI. Methods of folding salvage covers
- VII. Methods of spreading salvage covers
- VIII. Arranging materials to be covered
- IX. Removal of water from buildings
- X. Restoring the premises
- XI. Testing salvage covers

Section Two - Overhaul Practices

Purpose and Scope

Aim

Outline of Instruction

- I. Definition of overhaul
- II. Value of proper overhaul
- III. Overhaul equipment
- IV. Searching for hidden fires
- V. Extinguishing hidden fires
- VI. Determining the cause of fire
- VII. Recognizing and preserving evidence of arson
- VIII. Making the building, contents and area safe
- IX. Procedure for releasing the premises
- X. Obtaining data for official report

References

## **TIE C/O 6-7 - FIRE STREAM PRACTICES**

Purpose and Scope

Aim

Outline of Instruction

- I. Fire streams
- II. Extinguishing properties of water
- III. Requirements for extinguishing a building fire
- IV. Types of fire streams
- V. Characteristics of good fire streams
- VI. Terms, abbreviations, symbols, and measurements
- VII. Producing solid streams from handlines
- VIII. Producing fog streams from handlines
- IX. Friction loss table for small rubber-lined hose
- X. Producing master streams
- XI. Producing master streams table

References

## **TIE C/16-8 - FIRE APPARATUS PRACTICES**

Purpose and Scope

Aim

Outline of Instruction

- I. Fire apparatus requirements
- II. Special mechanical features and functional equipment
- III. The aerial ladder
- IV. Procedures for caring for fire apparatus
- V. Operations of pumpers (tables)
  - A. Centrifugal pumps
  - B. Positive displacement pumps

References

## **TIE C/O 6-9 - VENTILATION**

Purpose

Aim

Outline of Instruction

- I. Definition of ventilation
- II. Advantages of proper ventilation
- III. Phases of fire
- IV. Complications in performing ventilation
- V. Expectancy
- VI. Responsibility upon firefighters
- VII. Indications of existing conditions
- VIII. Visible smoke conditions
- IX. Heat conditions and fire severity
- X. Providing adequate protection and ventilation
- XI. Sizing up the situation
- XII. Top or vertical ventilation
- XIII. Cross or horizontal ventilation
- XIV. Application of fog as an aid to ventilation
- XV. Forced ventilation
- XVI. Precautions during ventilation practices

References

## **TIE C/O 6-10 - RESCUE PRACTICES:**

Purpose and Scope

Aim

Outline of Instruction

- I. Primary functions
- II. Secondary functions
- III. Incidents and situations involving rescue work
- IV. Personal protection requirements
- V. Rescue procedure
- VI. Rescue practices and techniques

References

## **TIE C/O 6-11 PROTECTIVE BREATHING EQUIPMENT**

Purpose

Aim

Outline of Instruction

- I. Purpose of breathing equipment
- II. Types of breathing equipment
- III. Self-contained oxygen-generating breathing equipment  
"Chemox"
- IV. Self-contained demand regulator breathing equipment
- V. Self-contained oxygen-rebreathing equipment
- VI. Filter-type breathing equipment
- VII. Supplied-air type breathing equipment

References

## **TIE C/O 6-12 - FIREFIGHTING PROCEDURES**

Purpose and Scope

Aim

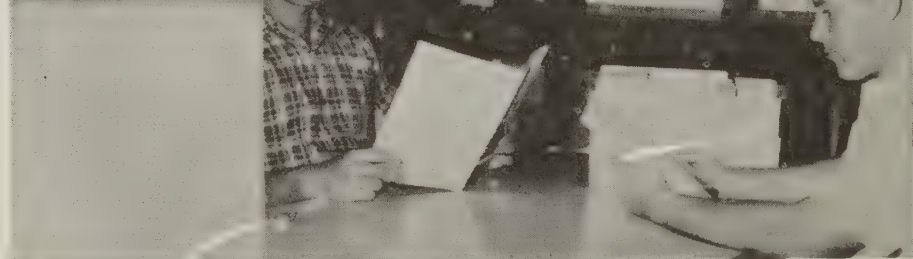
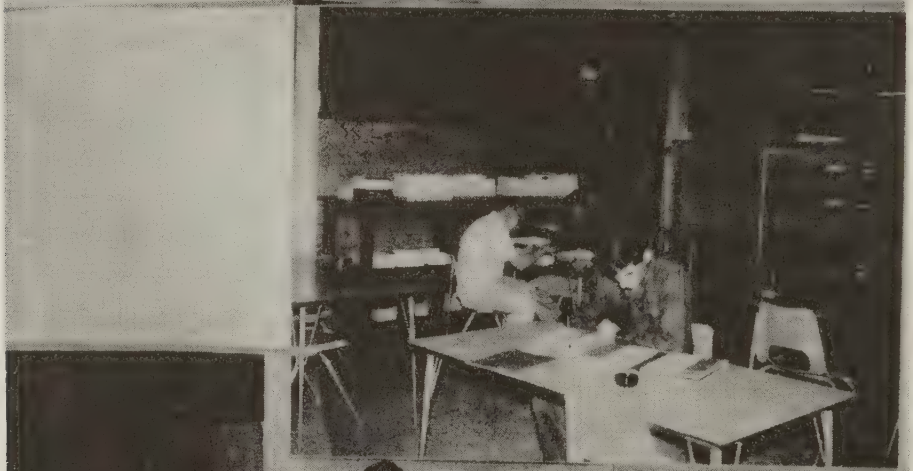
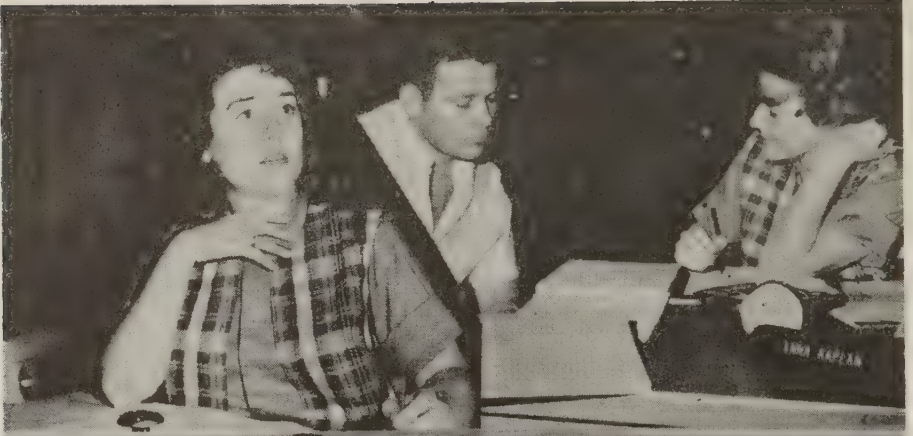
Definition

Outline of Instruction

- I. Alarm response and visual anticipation
- II. Arrival and size-up
- III. Attack, confine and extinguish
- IV. Overhaul and return to quarters

References





# **JAMES SPRUNT INSTITUTE**

## **FUNDAMENTALS LEARNING LABORATORY**

The Fundamentals Learning Laboratory is perhaps the newest innovation in education in North Carolina. All materials used by students are self-teaching programmed texts or audio-instructional devices which require a response from the student, immediately inform the student whether or not the response is correct, and reinforce learning by rewarding the student for making correct responses. Each student proceeds at his own pace. Some complete their goals in a few months or even less. However, a student is allowed as much time as he chooses to complete his objective. All this is done without the intervention of a teacher. The courses are non-graded and all pressures of the conventional teaching method are removed. Learning is pleasurable and actually fun!

The James Sprunt Institute Learning Laboratory is a vital part of all curriculums offered by the institute. However, the Lab is used by many people who are not actively involved in a degree or certificate program. Any high school graduate or school leaver 18 years old or older is eligible to enroll in the Learning Laboratory provided that he is able to read and write at approximately the fifth grade level. For those who possess both the ability and the will to learn many well-written programs are available which offer a challenging opportunity for academic achievement in the areas of Reading and English, Social Studies, Mathematics, Science, and Foreign Languages. Courses of study in the laboratory are divided primarily into five basic programs: College Preparatory, High School Equivalency, Technical Institute Preparatory, Upgrading and General Adult Education.

## **COLLEGE PREPARATORY AND TECHNICAL INSTITUTE PREPARATORY PROGRAMS**

College is beyond the reach of many persons whose academic foundations are inadequate. Large numbers of persons have the potential ability and the will to study at the college level, but cannot qualify for admission due to inadequate preparations. Failure in college for large numbers of youthful and adult students can be prevented through the identification and correction of deficiencies prior to enrollment in freshmen-level courses. The College Preparatory and Technical Institute Preparatory programs are designed to strengthen these basic weaknesses prior to and during college enrollment.

## **HIGH SCHOOL EQUIVALENCY PROGRAM**

The High School Equivalency program prepares the student in the subjects necessary to take the examination administered by the state for a high school equivalency certificate. Survey tests are used in this program, as in all other programs, to determine the point at which the student should start in a particular subject area. Thus, each student works in a program individually designed for him with occasional help from the coordinator.

# **FUNDAMENTALS LEARNING LABORATORY**

## **AN OPPORTUNITY TO . . . . .**

- ..... complete your high school education
- ..... prepare to enter our specialized programs
- ..... study subjects you have always wanted to know

## **SUBJECTS**

### **READING AND LANGUAGE**

Reading instruction at all levels  
Practice, and drill in individual  
reading skills  
  
Vocabulary development  
Spelling  
Punctuation  
Grammar  
Composition  
Business letter writing

### **SOCIAL STUDIES**

United States History  
United States Geography  
The Constitution  
The Bill of Rights  
How a Bill Becomes a Law

### **ACADEMIC SKILLS**

How to study  
How to Read Maps  
Slide Rule

### **MATHEMATICS**

Arithmetic  
Addition  
Subtraction  
Multiplication  
Division  
Fractions  
Decimals  
Per Cents  
Square Root  
Probability  
Algebra  
Geometry  
Trigonometry

### **SCIENCE**

General Science  
Biology  
Physics  
Chemistry  
Vectors

If it is available in "programmed format" . . . it is available to you.



# UPGRADING AND GENERAL ADULT EDUCATION PROGRAMS

Adults are using this facility to qualify for job upgrading, for review and refresher study, and for self-enrichment in areas of a vocational interest. Men who travel or who have jobs which prevent regular attendance in class as well as ladies with small children at home, appreciate this opportunity for self-instruction. No particular goal is necessary, however, to enroll in the Learning Laboratory, interest in self-improvement in any chosen area for any reason is sufficient.

Application for study in any of the programs may be made in person at the laboratory which is presently located in the C. E. Quinn building in Kenansville. The laboratory is open on Monday and Wednesday from 9:00 a. m. until 5:00 p. m., on Tuesday and Thursday from 1:00 p. m. until 10:00 p. m., and on Friday from 9:00 a. m. until 3:00 p. m. There are no class periods. Each student schedules work sessions at a time convenient to him within the framework of the above hours. The instructional fee is \$2.00 per year, however, such things as pencils, notebooks, and paper are the student's responsibility. Programmed texts are supplied free although an occasional subject may require the purchase of a consumable textbook, workbook, or text supplement.

Programmed learning helps people help themselves. By eliminating the gap in instruction, as well as not teaching trivia from the textual material, programmed instruction encourages learning and comprehension. Many now find learning a more successful and rewarding experience. With the elimination of burdensome educational deficiencies, these persons are not only prepared but are encouraged and challenged to seek further education and training. As might be expected, the best results in the Learning Laboratory are obtained by the mature and diligent students who can and will discipline themselves to hours of application to a concentrated learning situation.

## NEW INDUSTRY TRAINING

The primary objective is vocational education and upgrading our citizens, the New Industry Training Program generates many advantages to employers. The financial savings resulting from free trainee selection, pre-employment training and using State instructors is obvious. In addition to saving thousands of dollars, there are many intangibles which accrue from sponsored training. Such things as improved esprit de corps; lower labor turnover; a better trained, more uniform work force; and the prestige of State participation have considerable value, although it is difficult to express it in dollars.

North Carolina has been a pioneer in the field of New Industry Training and has developed a wealth of experience in working with industry over the years. That so many other states are adopting a similar system, bears testimony to the effectiveness of the North Carolina program.

# SUPERVISORY DEVELOPMENT TRAINING

## JAMES SPRUNT INSTITUTE WORKS WITH INDUSTRY

Programs that develop industrial supervisory personnel through organized courses are expanding. Such a program in North Carolina is called Supervisory Development Training—S. D. T. Through the services of James Sprunt Institute, the various courses in this program are offered to industry in Eastern North Carolina. The importance of this work is recognized as the number of persons enrolled increases and as the scope of course offerings widens.

Problems that confront the industrial supervisor today are materially different from those of his counterpart of twenty and thirty years ago. Technology has vastly improved, the introduction of completely new industries, the development of automation in manufacturing and assembly areas have created entirely new management responsibilities for the industrial supervisor. An analysis of these responsibilities of the modern supervisor indicate a need for improvement in the method and scope of training and up-grading previously utilized. The demand for higher qualities of leadership in the supervisor is increasing. The S. D. T. program is designed to help meet this need.

Some industry, at the present time, trains supervisory personnel in North Carolina, conducting training programs of various depth through self-contained training departments. Others conduct only phases of training, such as induction and orientation, calling upon the vocational and technical schools of the Community College System to round out a program. Some mostly the medium sized and smaller industries have no formal training program whatever. This condition emphasizes the important service James Sprunt Institute stands ready to offer industry in Eastern North Carolina, wherever and whenever it is needed. Willingness on the part of industry to accept help from outside training consultants and specialists places new responsibilities upon trade and industrial educators. The state has met this need and challenge from its industry in the development of the S. D. T. program. The courses offered are a direct result of close study, survey, and cooperation with the leaders of industry, advising the Department of Community Colleges of their specific needs.

We have endeavored to place our program in a genuine position of value to the needs of the modern supervisor in today's industry. Nor will we be ever content with the status-quo. New course outlines will be developed as industry and technology demand. Growth with flexibility is clearly recognized.

Summing up—the result of any work is directly proportional to the effort which is put into it. The modern supervisor is no longer a job expert alone. He is a manager, a promoter, a teacher and trainer, and he is knowledgeable in the related areas of labor conditions, production costs, employee evaluation and most important, human relations. James Sprunt Institute offers such a Supervisory Development Training program. Courses in S. D. T. are currently in progress for industry under the direction of James Sprunt Institute. No formal qualifications are required for enrollment in these courses, and there is no cost to industry.

**FOLLOWING IS A LIST OF THE COURSE OFFERINGS IN THE S. D. T.**

**PROGRAM**

Human Relations I  
Human Relations II  
Art of Motivating People  
Economics in Business and Industry  
Effective Communications  
Effective Writing  
Effective Speaking  
Reading Improvement  
Work Measurement  
Job Methods  
Conference Leadership  
Job Instruction Training  
Creative Thinking  
Industrial Safety and Accident Prevention  
Industrial First-Aid  
The Supervisor in North Carolina  
The Supervisor and Employee Benefits  
Job Analysis Training  
Cost Accounting for Supervisors  
Supervision for Hospitals



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